

Report

Reflecting on my learning in this module

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Module: Academic and Employability skills
Component 2
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Introduction

In this report I will reflect on my knowledge and understanding on 4 different topics. Each topic is based on my knowledge and understanding. I will explain how is helping me, what I like and what I do not if it is necessary.

Time management

It was the begging of my school year in the University of Wales in London, and I had a lecture about time management.

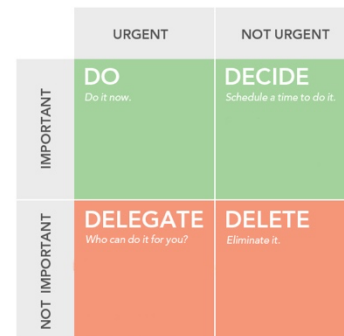
Time management is one of the things which is very important for me. This is the process of how I am going to plan and control my time on specific activities; to organise how to divide my time exactly how is going to work best for me.

Being intentional is organising a to-do list. This list is helping me a lot in my daily routine because I can track my work and not forgetting important tasks which I have to complete. Also, being focus really helps me to manage distractions, because I can finish my work quickly and start with another one afterwards, I can get more free time for myself. I am confident in my time management, because one of my best skills is meeting the deadline. I like doing things at the right time. It helps me to improve myself on being more responsible and independent. In this lesson, which I was taking in the campus, really helped me to improve my mind on time management. I understood newer and newer things like how to manage my time easily by using different methods of time management such as **80-20 Rule Pareto Principle and Eisenhower Method**.

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The Eisenhower method its decision-making tool which helps me to understand between tasks that are important, urgent, not important and not urgent. It helps me to decide which tasks is more important so requires more time and not important at all. Since that lesson, I started using this method and to be honest I am confident, more responsible and I have more time for myself. Having time for yourself, I think is the best thing we can do. Taking too many jobs, not sleeping enough, not eating will destroy us first from inside. That's why the most important thing in my routine is the sleep time. As much as I can.

Overall, using the provided methods, making diary or to-do lists, are managing my time perfectly so I don't have to think about any more of what I had to do or what I have done so far. I am thankful that I had the ability to be in that lesson and learn more things which are very useful. I will definitely recommend all the methods I know to my friends, classmates and colleagues from work, because the job I have right now really messing my time up and I need my time to be sorted out.



The diagram is a 2x2 matrix for the Eisenhower method. The vertical axis is labeled 'IMPORTANT' at the top and 'NOT IMPORTANT' at the bottom. The horizontal axis is labeled 'URGENT' on the left and 'NOT URGENT' on the right. The four quadrants are: Top-Left (Important/Urgent) is green and labeled 'DO' with the subtext 'Do it now.'; Top-Right (Important/Not Urgent) is green and labeled 'DECIDE' with the subtext 'Schedule a time to do it.'; Bottom-Left (Not Important/Urgent) is orange and labeled 'DELEGATE' with the subtext 'Who can do it for you?'; Bottom-Right (Not Important/Not Urgent) is orange and labeled 'DELETE' with the subtext 'Eliminate it.'

	URGENT	NOT URGENT
IMPORTANT	DO Do it now.	DECIDE Schedule a time to do it.
NOT IMPORTANT	DELEGATE Who can do it for you?	DELETE Eliminate it.

Paraphrasing

In the past week 4, in module academic and employability skills, I studied about paraphrasing. I had a little bit of knowledge about that, but never new information is needless.

I was familiar with the overview about what is paraphrasing, the techniques and practices, thanks to my teacher who explained to me everything I needed. Basically, the paraphrasing is method to express the information I got, in my own words. I must keep the same meaning but explained with different words (synonyms) and structure, so that's why my lecturer gave me a text to practice on. To be honest my academic writing is not my thing, but I was trying my best. Going beyond the paraphrasing and fully exploring my feelings about how challenging was for me.

I liked it. I did, because I love to explore and try new things in my life. The paraphrasing is not a new thing, but I had not practiced it for a long time.

When it comes to studying, I am glad that I am in this university, because it gives me a very big opportunity to develop myself not only for what I want to be in the future, but also for things which could be a very important part of my life.

After this lesson, I am able to decide when to paraphrase and summarise. In addition to that, the grammar is very important for paraphrasing but not only for that. It is important for the whole English language for using techniques and spelling correctly. Honestly, my grammar is not one of my best things, because my English is not my first language, but I am trying my best to improve myself on that.

For example, when I was studying in Bulgaria long time ago, I was very good in paraphrasing, summarising, quoting etc. but when I moved here, the language played me a trick, although I was studying English from a very young age. That's why, I started to study in university

because I am sure that I can take the information and support I need, to have a better knowledge.

Summarising

As I said above, summarising is one of the things I understand in the English language.

In week 5, I had another lesson with my lecturer who taught me on what is summarising, how to use it, what techniques it has etc. so she explained to the whole class in detail and how to make the difference between the paraphrasing and summarising.

In short, the summarising is when I take the whole information and I recreate it in my own words in a short text so that all the information is understood such as writing a four-sentence description that explains the main points of a long book. I like summarising texts, books, stories etc. I did not have the opportunity to develop myself on that, for example to take additional support, but that's why I am a student – to teach myself.

In that moment of the lesson, when the lecturer gave me to practice on a text, I felt really confident because I knew what I was doing. I knew exactly how to start, what to say, how to structure it and it did go very well.

Overall, these lessons which I was attending were very useful for my education and for my future.

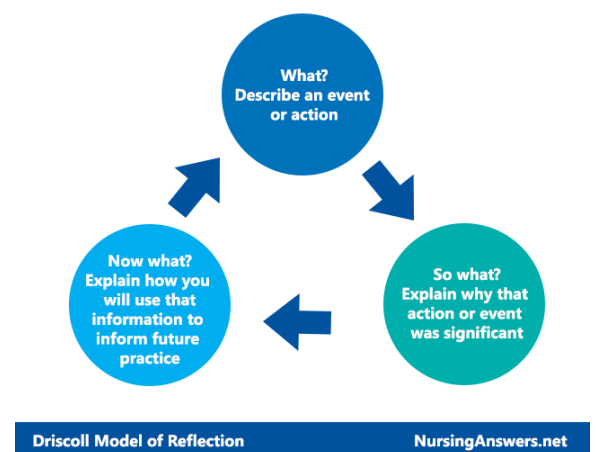
I love reading books. But before start reading them, I am looking for a summary of the book. The summary is the plot of the book and if its impressive, I would read it. That's why I think the summarising method is very useful, not only for books, but for life as well.

Reflection model

Here I will talk about something different than summarising and paraphrasing.

In week 6 of my education in the university, my lecturer gave me the opportunity to know more about what reflection is and how to write reflectively. She explained to me and my classmates everything we need to know about reflection but the most interesting was the different models of reflection which were impressive. The examples of reflection model are Gibbs' reflective cycle, Kolbs' Experiential learning cycle, Driscolls' Model and DIEP model. All these different models were really impressive because they are leading for the same point of information, in cycle structure, but in different interesting ways.

The one that was really interesting in that moment for me was the Driscolls' model. This model is based on three phases of cycle **"What?", "So what?", "Now what?"**. The Driscolls' Model has many advantages leading to its level of simplicity. It is easier to remember if I compare with the other models and its more straightforward. When you are using something easily, it is more likely to use it again. The model helps me to understand the experience of a situation I have been. For example, on the first stage I must describe what was the situation, how I did it, was it bad, good or both and why. Secondly, I must answer on the second stage which will help me understand how I am feeling at that specific moment;



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whether my past reflect on this situation based on experience; did I have any personal experience with myself etc. The third phase is to evaluate the past two stages as asking myself how I went wrong last time and how I can improve myself on that. Answering all these three stages, I will be able to analyse the situation and experience and reflect on them. It gives the picture of what I am dealing and how to.

I was happy to learn such a thing which will help me one day in a situation in which I will struggle.

Public speaking and giving presentations

In week 9, on Tuesday, I had my presentation about my future business as a having a restaurant. I got inside around 6-7 slides talking about what is being a CEO for me; the skills which are required; the skills I have and how to improve; more about my business and SWOT Analysis.

I really felt confident at that time, when I was presenting my work because I have no doubt of what I was saying. I knew exactly what I want to say. The only thing that I did not like in myself was my anxiety to stand in front of people which I think I can improve if I have more opportunity to present like this. Also, I did not calculate my time of speaking correctly because I think I was speaking more faster than I had to so it was like 4 and a half minutes long. In addition to that, my presentation had to be stuck to 5 minutes, no longer or shorter than that, because we were too many students for 4 hours and we had to split the time correctly. The official presentation is 10 minutes long – the last 5 minutes were for the students to ask questions. About that, I don't really remember if the students asked me anything, but I remember my teacher asked me what I meant by "body language" in my presentation when she gave me the feedback on my email. Overall, thanks to that feedback, I was prepared enough to answer her question in my speech.

After I finished my presentation and when I heard the applause, I knew at that time that I was okay with my presentation, and I did not fail.

Except that, I felt great because I had the opportunity to share my dream with my classmates and to hear feedbacks which can be useful for me one day. I am thankful to be in that university and module because each day I learn myself on newer and newer things. However, I think my presentation did go well. I think my lecturer was happy with what I did this day so did I.

Conclusion

In this report I had to do a reflection on my learning in this module. I chose these three topics because they were the most interesting for me. In this report I explained everything that I learned during this period and everything that I knew before my start in the university. I think in that age I am now, that is the best experience that I can get for myself.

Understanding deeply what reflection is, time management, paraphrasing, summarising and all other useful things help me to develop myself in many sections of my education. The reflective writing in my report helped me now to realise how good I was feeling during these past 10 weeks of me studying in this campus and how much knowledge I got from it for which I am really thankful. Also, the reflection on my learning helped me to understand what else I need to improve and how good is sometimes to split your time correctly not only for education but for life. If I can separate my things with priority and non-priority, maybe

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one day I will have free time for myself so I can spend it with the people I love and care about. That's the best experience I got, and I am happy to share it.

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MY FUTURE BUSINESS HAVING A RESTAURANT

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Module name: Academic
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More about my business

About the restaurant:

Different cuisines (Balkan, Asian etc.)

Modern interior

Good location

Excellent staff

Reasonable prices

Meeting customers' expectations



More about CEO (what is like?)

- Being a CEO for me is:
- Able to operate this hierarchy organization
- Taking the responsibility for every decision I make about my business
- My responsibility is based on the structure and size of my restaurant.

Skills for a CEO

The skills I need to have are:

Good communication skills

Customer service

Knowledge of marketing, financial and operational.

Leadership

Meeting the needs of the business

Open-minded

Body language

The skills I have

Good communicational skills

IT skills

Knowledge about Marketing and Promoting

Focus on the details

- Customer service skills

The skills I need to improve



Some of the skills which I need to improve are:



My knowledge on different subjects such as finance and operation.



Being able to be a leader.



To understand how the competition is working in the tourism and restaurant world market.

SWOT ANALYSIS

STRENGTHS	OPPORTUNITIES
- Professional qualifications and certificates - Meeting deadline - Communicational skills - IT skills - Working under pressure	- Self-awareness - Understanding quickly - Problem solving
WEAKNESSES	THREATS
- Failure	- Competition - Lack of development

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